

# Job Description

Position	Terms of employment	Responsible to
Director of International Students	Secondary Teachers' Collective Agreement or NZEI Support Staff in Schools Collective Agreement	The Principal
<b>Central Beliefs</b>		
<ul style="list-style-type: none"> <li>The Lincoln Values of Life Long Learning, Respect, Pride, Our environment and Doing good for others underpin all we do</li> <li>We are all Life Long Learners (Everyone is capable of learning)</li> <li>The personal development in using ICT's is essential as the tools are used widely throughout the school.</li> </ul>		
<b>Key Descriptors of an Effective Director of International Students at Lincoln High School</b>		
Professional Responsibilities	<b>1. Responsibilities</b> <ul style="list-style-type: none"> <li>Overall responsibility for the International Department.</li> <li>Responsibility for international marketing of Lincoln High School: <ul style="list-style-type: none"> <li>Developing and implementing a marketing plan to fill the available places for fee paying students.</li> <li>Reviewing and updating marketing material.</li> <li>Placement of advertisements and articles in appropriate publications.</li> <li>Establishing and maintaining contact with agents, nationally and internationally.</li> <li>Participating in International Educational Fairs and/or marketing visits to recruit International Students.</li> </ul> </li> <li>Will maintain financial transactions: <ul style="list-style-type: none"> <li>In consultation with the Principal, establishing and publicising tuition, homestay fees and other fees related to International Students.</li> <li>Ensuring the costs of the programme are made clear to prospective students and their families.</li> <li>Liaising with the Business Manager and Principal on all financial matters relating to the International Department.</li> <li>Working with the Principal to establish an annual budget.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Responsibility for enrolment of International Students: <ul style="list-style-type: none"> <li>○ Overall responsibility for enrolment procedures liaising with the International Administrator.</li> <li>○ To meet enrolment targets set by BOT.</li> <li>○ Setting and maintaining entrance criteria.</li> <li>○ Sending and processing enrolment documents to prospective International Students.</li> <li>○ Interviewing and selecting students.</li> <li>○ Airport 'meet and greet' when applicable.</li> <li>○ Organising orientation activities in conjunction with ESOL Department and International Administrator.</li> </ul> </li> <li>• Has overall responsibility for academic needs and pastoral care of students: <ul style="list-style-type: none"> <li>○ Assisting with appropriate course selection and placement in appropriate classes, vertical groups, liaising when necessary, with Deans, HOLAs/HODs/TIC ESOL.</li> <li>○ Providing on-going support structures for students.</li> <li>○ Counselling students on academic and pastoral matters.</li> <li>○ Acting as a support person for staff on matters concerning International Students.</li> <li>○ Consulting with all concerned parties regarding the student's social and academic progress.</li> <li>○ Maintaining regular contact with the students to establish their emotional and physical wellbeing.</li> <li>○ Responsible for the final decision in matters impacting on the student's welfare.</li> <li>○ Liaising with the Homestay Co-ordinator.</li> <li>○ Overall responsibility for cultural events within the school, end of year lunch, social activities, in association with International Administrator and ESOL Department.</li> <li>○ Ensuring all care of students is in accordance with the Guidelines to The Education (Pastoral Care of International Students) Code of Practice 2016.</li> </ul> </li> <li>• Will provide direction for the staff of the International Department: <ul style="list-style-type: none"> <li>○ Monitoring staff performance.</li> <li>○ Establishing staff guidelines.</li> <li>○ Liaising with staff on International matters.</li> </ul> </li> <li>• Will provide ongoing education of teaching staff: <ul style="list-style-type: none"> <li>○ Informing staff of cultural difference, international student needs, and ways to support students in class.</li> <li>○ Informing staff of changes of policies and procedures related to The Education (Pastoral Care of International Students) Code of Practice 2016.</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>• Will report regularly to the Principal and BOT: <ul style="list-style-type: none"> <li>○ Implement and complete annual self-review of the Department.</li> <li>○ Furnish Annual Report for BOT.</li> <li>○ Inform the Principal on significant issues or concerns.</li> </ul> </li> <li>• Will organise short term exchanges: <ul style="list-style-type: none"> <li>○ Pricing of individual tours.</li> <li>○ Establishing itineraries to meet the requirements of the visiting group.</li> <li>○ Consulting with the organisation/individual responsible for the visiting group.</li> <li>○ Maintaining a financial account of each tour.</li> </ul> </li> </ul>	
Content Knowledge	<ul style="list-style-type: none"> <li>• Demonstrates a high level of understanding pertinent to areas of responsibility.</li> </ul>	
Building Learning Capacity Life Long Learning	<ul style="list-style-type: none"> <li>• To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility.</li> <li>• To attend professional development and training courses as provided or funded by school.</li> </ul>	
Relationships Community	<p><b>To establish a positive working relationship with pupils, teachers and colleagues</b></p> <ul style="list-style-type: none"> <li>• Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School.</li> <li>• Contributes to the corporate life of the school.</li> <li>• Maintains positive interaction with all stakeholders.</li> </ul> <p><b>To maintain confidentiality in communications</b></p> <ul style="list-style-type: none"> <li>• Maintains confidentiality at all times.</li> <li>▪ Communicates issues or concerns relating to employment to Principal.</li> </ul>	
<p>Signed (Employee): _____ Date: _____</p> <p>Signed (Employer): _____ Date: _____</p>		